



Health & Safety Risk Assessment

Role
Conducted By

Name
S. Connor

Area **WEC Group** Function **COVID 19**
 Date Department Review Due
 30/03/2020 WEC Group 30/06/2020

Hazard	Risk	Existing Control Measures	L	C	S	Implemented Control Measures	Date	Implemented By	L	C	S
Covid 19	Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19. 2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. 3) Being advised by a public health agency that contact with a diagnosed case has occurred.	<ul style="list-style-type: none"> Update Human Resources with absence identifying Coronavirus and manage absence in line with company HR policies / procedures Social distancing encouraged and limit non essential travel where possible Do not come into work where someone you live with has been diagnosed 	3	4	12	Employee to be sent home by the manager. •If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, you should not attend work for 7 days •If someone in your household show symptoms you should self-isolate for 14 days •If a member of staff has been in close contact with someone who has COVID 19 symptoms (new continuous cough or a high temperature, they do not need to self-isolate unless you develop symptoms yourself.	02/04/2020	Managers	2	4	8
Covid 19	Collecting/Returning items to stores	Social distancing encouraged. Tape lines placed on the floor at 2meter gaps. Do not enter the stores.	2	4	8						
Covid 19	Poor Hygiene	<ul style="list-style-type: none"> Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin 	2	4	8						
Covid 19	Exposure from others	Where possible, use the latex gloves and face masks provided and continue to wash your hands and clean work surfaces regularly. Abide by the social distancing rules- please maintain a 2 meter space	3	4	12	Project engineers to wear face masks and glove when on the shop floor	02/04/2020	Sean Connor	2	4	8

(L) - Likely hood - potential for the incident to happen with existing control measures

(C) - Consequence - The impact of the incident if it was to happen

(S) - Significance - Likely hood x Consequence

Where the significance is greater than 10 - an action is required



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Covid 19	Lack of communication	We are keeping a close eye on government directives and if anything changes we will distribute communication accordingly. The information will be placed on all notice boards	2	4	8						
Covid 19	vulnerable people	<ul style="list-style-type: none"> Identify who are the vulnerable people. Over 70 and employees with underlining conditions. These must stay at home. Over 65 must also be extra cautious. Identify WHO class these in the vulnerable category. 	2	4	8	Health self-questionnaire	11/05/2020	H/R	1	4	4
Covid 19	Visitors to site	<ul style="list-style-type: none"> Main gates to be locked to prevent unauthorized entry No visitors - unless business critical and subject to the 2m rule, all meetings will continue via phone/teams External customers /suppliers must Sanitize hands when entering receptions. Maximum of one wagon in the yard at a time Delivery drivers to remain in the cabs All visitors to fill out a self-questionnaire regarding symptoms of COVID 19 	1	4	4						
Covid 19	Moving goods	•The World Health Organization (WHO) advises that the likelihood of an infected person contaminating commercial goods is low. The risk of catching the virus that causes COVID-19 from a physical package is also very low.	1	4	4						

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Covid 19	Deliveries	<p>Minimise person-to-person contact during deliveries to other sites.</p> <ul style="list-style-type: none"> •Maintaining consistent pairing where two-person deliveries are required. •Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents. •Where possible and safe, having single workers load or unload vehicles. 	2	4	8					
Covid 19	First Aid	<ul style="list-style-type: none"> •In case of accidents/incidents occurrence, first aiders involved shall wear full protection: full face shields, aprons, gloves, face masks 	2	4	8					
Covid 19	Communal areas/canteens/toilets	<ul style="list-style-type: none"> •Access to canteens to be planned –staggered meals preparation slots •Signs outside Rooms eg toilets/canteens/ offices stating max amount of people allowed at any one time to maintain social distance. •Staggered start/ finish times at 15 min intervals to reduce pinch points in locker rooms/ washrooms/canteen •Limit the access of toilets to maximum 2 people at one time. <p>Introduce one-way system where toilets have 2 access entrance/exit doors.</p>	1	4	4					

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Covid 19	General Cleaning	<ul style="list-style-type: none"> •Kitchen facilities, work surfaces and tables. •Toilet facilities will be cleaned twice a day. •All doors and handles, handrails and dispensers cleaned twice a day. •Clocking in machines cleaned twice a day. •All touch points within the group. 	2	4	8	In addition to the general cleaning routine the COVID cleaners will be ensuring the following areas are disinfected twice daily as a minimum;	18/05/2020	Sean Connor	1	4	4
Covid 19	Offices	<ul style="list-style-type: none"> •All office employees to disinfect their desk and computer each morning. •Office staff going on the shop floor must wear gloves and masks (?) •Offices will be split; desks appropriately distanced and to include a one way system. •Limit the number of employees in production meetings. •Reduce traffic in and between offices with nominated employees at set times distributing paperwork. •Red bins which are double bagged for disposal of used gloves and masks •Reduce the use of paper and use of printers as much as possible •All doors to be permanently wedged open where possible 	2	4	8						

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